



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Human Resources Analyst

FLSA: E

SERVICE: Classified

REVISED: 6/20/11

Summary: Under general supervision, performs administrative human resources work of moderate difficulty; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Assists with the administration of employee benefit programs, including retirement programs and voluntary benefit offerings.
- Reconciles monthly billings/payments to benefit vendors. Calculates any necessary payroll adjustments.
- Resolves employee benefits issues through communication and coordination with staff, consultants and service providers.
- Develops, maintains and controls databases and spreadsheets for human resources related information. Generates reports as needed to respond to information requests or to conduct research analysis.
- Maintains the organizational chart program. Updates when changes are submitted.
- Coordinates and presents New Employee Orientation. Ensures orientation information is updated and current.
- Assists with the management of the employee ID badge system. Issues new badges and resolves access problems.
- Processes personnel requisitions from departments ensuring position and salary information is correct. Updates weekly employment listing, including public website posting. As needed, places recruitment ads in newspapers, publications or on various websites.
- Verifies information and processes personnel action forms, within established payroll timelines, ensuring compliance with policies and procedures.
- Assists with managing the Family and Medical Leave Act (FMLA) function, including determining eligibility, tracking activities and coordinating with benefits.
- Reviews, interprets and recommends policies. Ensures compliance with policies, rules, regulations, laws and procedures.
- Coordinates employee service award program.
- Working with IT, updates human resources information on the internal and external websites. Develops enhancements for the websites.
- Gives presentations to departments, employees or the Board of Supervisors as appropriate.
- Assists with special projects as assigned.

Knowledge and Skills:

- Knowledge of human resources practices and benefits practices, and the ability to maintain confidential information in accordance with policies.
- Knowledge of applicable county, state and federal regulations and laws.
- Knowledge of employment and labor laws and County personnel policies.
- Knowledge of standard office equipment and computer software, database and spreadsheet applications.
- Skill in operating common office equipment including computers and associated HR/payroll and office software.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

Bachelor's Degree in Human Resources, Business Administration or related field; AND two years of experience in human resources; prior work experience in a government setting preferred; OR equivalent combination of education, training and experience.